Date: Enter the date by clicking or tapping this.

**Research permit applicant or the person responsible for the research group**

*Information of the research permit applicant or the person responsible for the research group (main applicant).*

*(If you wish to write your answer on several rows, you can add rows by pressing Shift+Enter.)*

1. Last name: Enter text by clicking or tapping this.
2. First name: Enter text by clicking or tapping this.
3. Phone number: Enter text by clicking or tapping this.
4. Email: Enter text by clicking or tapping this.
5. Educational institution, research institution or other community:

 Enter text by clicking or tapping this.

1. Select your level of education:

[ ]  Basic education

[ ]  Upper secondary education and specialist vocational education

[ ]  Lower tertiary education

[ ]  Upper tertiary education and researcher education

[ ]  Other, please specify Enter text by clicking or tapping this.

1. The research permit applicant’s consent to electronic information provision:

 [ ]  Yes, the research permit decision may be sent to me by email.

 [ ]  No, the research permit decision may not be sent to me by email.

 Address to which the research permit decision will be sent:

 Enter text by clicking or tapping this.

**Research supervisor**

1. My research work has a supervisor, who is aware of the application and has approved the research permit application and the research plan related to the application (and the necessary appendices).

 [ ]  Yes, I am providing the supervisor’s information

 Supervisor’s name: Enter text by clicking or tapping this.

 Degree/title: Enter text by clicking or tapping this.

 Name of institution/body and address: Enter text by clicking or tapping this.

 Phone number: Enter text by clicking or tapping this.

 Email address: Enter text by clicking or tapping this.

Date on which the supervisor has approved the research permit application and research plan: Enter text by clicking or tapping this.

 [ ]  No, I will be responsible for the research myself

**Other members of the research group**

*If you are working on a thesis with a partner or group or are applying for a research permit for a research group, use the separate agreement form and add it to the research permit application as an appendix. You can download the form from the City’s website:* <https://stplattaprod.blob.core.windows.net/strategiatalousprod/liite_tutkimusryhman_jasenet_kuva-en.docx>

[ ]  Separate agreement form as an appendix to this application.

**Details of the research**

1. Which units of the Division does the research concern?

 [ ]  Library Unit

 [ ]  Culture Unit

 [ ]  Sports Unit

 [ ]  Youth Unit

 [ ]  Division’s Shared Services (administration)

1. Contact person or persons for the research in the Culture and Leisure Division:

 Enter text by clicking or tapping this.

1. The contact persons are aware of the research and the research method has been agreed upon with them:

 ☐ Yes

1. Title of the research work: Enter text by clicking or tapping this.
2. Subject, objective and purpose of the research (brief description of the research):

 Enter text by clicking or tapping this.

1. The research plan is provided as an appendix (compulsory)
2. Level of the research:

 [ ]  UAS / Vocational thesis

 [ ]  Bachelor’s thesis

 [ ]  Master’s thesis at a university/UAS

 [ ]  Licentiate thesis

 [ ]  Doctoral dissertation

 [ ]  University-level research, e.g. Post doc

 [ ]  Other, please specify Enter text by clicking or tapping this.

1. Research method(s):

 [ ]  Survey

 [ ]  Interview

 [ ]  Document/statistics analysis

 [ ]  Observation

 [ ]  Practice-based research

 [ ]  Other, please specify Enter text by clicking or tapping this.

1. Materials related to material collection:

 [ ]  Information letter regarding the research

 [ ]  Consent document for research participants

 [ ]  Survey form

 [ ]  Interview outline

 [ ]  Description of the observation process

 [ ]  Other, please specify Enter text by clicking or tapping this.

*Provide the materials related to material collection as an appendix to the research permit application.*

1. The research subjects are:

 [ ]  Clients under the age of 15

 [ ]  Clients aged 15–17

 [ ]  Clients over the age of 18

 [ ]  Guardians of clients

 [ ]  Culture and Leisure Division staff

 [ ]  Other target group, please specify Enter text by clicking or tapping this.

1. Recording:

 [ ]  The research subjects’ speech will be recorded

 [ ]  The research subjects will be videoed

 [ ]  The research subjects will be photographed

 [ ]  The research subjects will not be recorded

 [ ]  Other recording method, please specify Enter text by clicking or tapping this.

1. Materials related to privacy protection in the research:

 [ ]  Privacy policy

 [ ]  Privacy protection impact assessment

 [ ]  Material control plan

 [ ]  Statement of the Ethics Committee

*Add the materials related to privacy protection in the research to the research permit application as an appendix.*

1. Target number of persons participating in the research concerning the Culture and Leisure Division:

Enter text by clicking or tapping this.

1. The planned material collection period begins on: Enter the date by clicking or tapping this.
2. The planned material collection period ends on: Enter the date by clicking or tapping this.
3. Estimated date of completion of the research (end date of the period of validity of the research permit):

 Enter the date by clicking or tapping this.

1. Estimate of the additional costs to and arrangements required of the service (material collection, extraction of information from the client information register, etc.):

Enter text by clicking or tapping this.

1. Describe the other materials of the Culture and Leisure Division used in the research that your research permit application concerns (documents, statistics, registers, etc.):

Enter text by clicking or tapping this.

1. Protection method for materials processed in an electronic format:

 [ ]  Username

 [ ]  Password

 [ ]  Registration of usage

 [ ]  Access control

 [ ]  Other, please specify Enter text by clicking or tapping this.

1. Brief description of the means by which the research materials will be stored securely and how access to the materials will be restricted (e.g. username and password, registration of usage or access control):

Enter text by clicking or tapping this.

1. Identification data:

 [ ]  Identification data will be removed in the analysis phase

 [ ]  The materials will be analysed with identification data on the following grounds

 Grounds for retaining identification data:

 Enter text by clicking or tapping this.

Who will be responsible for record-keeping and its lawfulness (name of the person) if the person is not the research permit applicant:

 Enter text by clicking or tapping this.

1. Disposal and archiving of the research materials after the end of the research:

 [ ]  The research data and identification data will be disposed of in their entirety

 How and when: Enter text by clicking or tapping this.

 [ ]  The research materials will be retained without identification data

 Identification data disposal method and time (month and year)

 Enter text by clicking or tapping this.

[ ]  The research materials will be archived without identification data after the end of the research in accordance with the Archives Act and regulations pertaining to the archive in question. Where?

 Enter text by clicking or tapping this.

**Agreements and signature**

I undertake not to disclose any materials provided to me for research use or disclose any confidential information available during the research to third parties. The aforementioned agreement involves the obligation of non-disclosure and confidentiality of information that I acquire during the research.

I undertake to adhere to relevant legislation in force, particularly the requirements set regarding personal data in the EU General Data Protection Regulation and the Data Protection Act, as well as my responsibility to process the data lawfully.

I undertake to report any data security breaches concerning personal data used in the research that I learn of, without delay, to the contact person of the City named on this form.

I undertake to adhere to the instructions regarding material collection and processing issued by the party granting the research permit.

All persons who process the information in confidential documents or person registers must agree to the aforementioned confidentiality either with this form or a separate appendix with the same terms.

I will provide the Culture and Leisure Division with an electronic or printed copy of the completed research report free of charge.

Applicant’s personal identity code: Enter text by clicking or tapping this.

Signature and name in block letters: Enter text by clicking or tapping this.

*(No separate signature is needed if the applicant submits the application to the City of Helsinki Register Office by secure email and uses strong authentication online.)*